



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-38

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Employee Name Changes for 2001 W-2 Processing

Several errors with employee names were detected while processing the W-2's for 2001. The names had to be corrected prior to creating the W-2's to avoid information being rejected by the Social Security Administration (SSA). Some problems with employee first names, middle names, and last names were detected by a software program provided by SSA. Agencies with these errors were contacted by the Office of Information Services (OIS) on Wednesday, January 16, 2002, and advised to make the corrections.

There were other problems that were detected that were changed directly by OIS. Attached is a list of those employee names. The list shows the name that was in ISIS HR prior to the correction. Please review the list and be aware that employees will notice a change to their name that is printed on the W-2, remuneration statement or check.

Agencies are advised that when adding employees to ISIS HR, users must input the name exactly as it appears on the employee's social security card. This is a requirement of SSA. If W-2 data is sent to SSA with invalid names, the W-2 file can be rejected all together, or an employee's earnings may not be posted. The fields in ISIS HR must also be utilized properly (last name, first name, middle name, suffix). The suffix field is to be used to identify information such as Jr., Sr., II, III. This information **must not** be added to the end of the last name in the last name field. Middle initials **must not** be put in the first name field. All unnecessary punctuation **must not** be included in any of the name fields. Attached is some information taken from the Critical Links publication provided by SSA. This information should be used as a guide to determine when punctuation is necessary.

Questions should be directed to Andrea Hubbard at (225) 342-0715 or Cindy McClure at (225) 342-5346.

JWC:APH:kmb

Attachments: Excel file of employees (Agency Specific)
[Excerpt from SSA's "Critical Links" Publication](#)

Excerpt from SSA's Critical Links Publication

Compound names require a hyphen. Parts of compound names must be connected with a hyphen. Don't separate them with a blank space or **join** them into a single word. Here are some examples: Susan B. Smith Johnson should be entered on the W-2 as:
Susan B Smith-Johnson

Maria Mercedes Sancho Davila should be entered on the W-2 as:
Maria M Sancho-Davila

Jose Ramon Lopez Gonzales should be entered on the W-2 as:
Jose R Lopez-Gonzales

Ivan Ramirez Arellano (no middle name) should be entered on the W-2 as:
Ivan Ramirez-Arellano

Juana Garcia y Vega (no middle name) should be entered on the W-2 as:
Juana Garcia-y-Vega

Single-letter prefixes. Single-letter prefixes such as O or D must not be separated from the rest of the surname by a blank, but should be connected by an apostrophe or joined to the rest of the surname. Grace H. O'Malley may be entered on the W-2 as:
Grace H O'Malley or
Grace H OMalley

Anthony D'Angelo (no middle name) may be entered on the W-2 as:
Anthony D'Angelo or
Anthony DAngelo

Common name prefix exception. The following common name prefixes do not require a hyphen to **link** them to a name. SSA's computer software recognizes the prefixes and expects to find a name attached to them.

DA, DE, DI, DO, DU, EL, LA, LE, LF, LI, LO, MC, MT, ST, BON, DEL, DER, LAS, LOS, MAC, MTE, SAN, STA, STE, VAN, VER, VON, DELA, VANDE, VONDE, VONDER, VANDER

Excerpt from SSA's Critical Links Publication , Page 2

The above prefixes do not require a hyphen but if one is used it will not hinder processing the W-2 nor posting wages to the person's earnings record. For example:

Majed S. El Alami may be entered on the W-2 as:

Majed S El Alami or

Majed S El-Alami

Susan R. Di Bello may be entered on the W-2 as:

Susan R Di Bello or

Susan R Di-Bello

However, compound surnames incorporating the above prefixes must use a hyphen for all parts of the compound surname.

Catherine L. Smith Le May should be entered on the W-2 as:

Catherine L Smith-Le-May

Gloria M. Rodriguez de Perez should be entered on the W-2 as:

Gloria M Rodriguez-de-Perez